

S-A-M-P-L-E

WORK PLAN

1 May 1956
Date

for

OFFICE of PERSONNEL

TASK	Requested by	Date Requested	Date Due
1. Report on number of Agency employees married to aliens including statistical information on nationalities involved.	DDCI	2 Apr	2 June
2. Report on employees who have lived in the Soviet Bloc - locations, dates covering period of residence, and reason for being there.	DD/P	27 Mar	15 Apr
3. Staff study on the feasibility of utilizing a greater number of handicapped persons in the Agency.	DD/S	20 Mar	20 June
25X1A6A Position evaluation survey of <input type="text"/> Mission. To be conducted by Messrs.	D/Pers	19 June to 19 July	(Report due - 5 Aug)
25X1 <input type="text"/>			
5. Revision and consolidation of Agency Regulations covering employment of contract personnel.	DD/S	4 Apr	4 Aug
6. Preparation of new regulation setting forth policies and procedures with respect to military deferments.	DDCI	8 Apr	8 May

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ANNEX TO WORK PLAN

OFFICE of PERSONNEL

<u>Reports (Recurring)</u>	<u>Frequency</u>	<u>Required by</u>	<u>Distribution</u>	
1. Special report of separations.	Monthly	DDCI	DDCI, DD/S, DD/I, DD/P	
2. Personnel statistical review - comprehensive statistics	Monthly	<input type="text"/>	DD/S, Compt, Mgmt, IG	25X1A
3. Report of overt and semi-covert consultants	Quarterly	<input type="text"/>	IG, DD/S, OS, Compt, Mgmt.	25X1A
4. Etc.				

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